

Brown County 4-H Shooting Sports

Policy and Procedures Handbook



Updated October 2019

Table of Contents

Mission Statement	2
Goals.....	2
Eligibility	3
Program Overview	4-5
Expectations	6
Dress Code	7
Equipment Guidelines	8
Equipment Loan Policy	8
Competitions	9-10
Code of Conduct	11
Safety Rules	12
Discipline Policy	13
Club Leadership / Executive Board	14
Volunteer Information	15-16
Organizational Leader	17
Financial Leader	18
Certified Range Leaders	19
Junior Leaders	20
Other Adult Volunteer Positions	21

It is the intent of the Executive Board to make decisions with the focus being on the best interest of the club. The following information will be enforced for the current 4-H year and applies to all Club sponsored events and participants. The Executive Board reserves the right to make additions, alterations in or amendments to these Policies & Procedures at any time.

Requests for changes and/or exceptions to Club Policies will be presented in writing to the Club Organizational Leader by the club member(s), for consideration by the Club Executive Board. A majority vote by the Club Executive Board is required to approve the change and/or exception.

The Brown County 4-H Shooting Sports Club (now known as the Club), offers educational opportunities for youth (Age 9 and in 3rd grade - grade 13th) in the following disciplines:

- Archery
- Air Rifle
- Shotgun - Trap (weather permitting)

MISSION STATEMENT

Our club provides a safe and comfortable atmosphere for youth to learn the safe handling of firearms and archery equipment while learning basic marksmanship skills with the opportunity to advance. Shooting Sports teaches safety, concentration, decision making, self-discipline, self-confidence, goal-setting, and courtesy as the youth learn basic skills and build toward more advanced abilities. 4-H Shooting Sports helps form attitudes to enable youth to become self-directing productive and contributing members of society.

We Believe:

- Each club member should have fun, and learn the marksmanship skills of the discipline(s) in a safe environment.
- Participation in club events/activities is a privilege not a right
- Each member should demonstrate good sportsmanship, with respect to yourself and others.
- Adults must serve as a positive role model to members.

GOALS

- Practice safe and responsible use of firearms and bows.
- Learn and practice safe shooting techniques.
- Develop leadership and citizenship skills.
- Develop positive relationships with peers and family members.
- Develop self-discipline in various shooting skills.
- Promote the highest standards of safety, sportsmanship and ethical behavior.

ELIGIBILITY

Membership is open to all current Brown County 4-H members (Shooting members to be 3rd - 13th Grade per Wisconsin 4-H Shooting Sports Policy) All Youth Members who meet all of the following requirements are eligible to enroll in the club:

- 1) Youth must be 9 years old and in 3rd grade as of January 1st of the current 4-H year to be eligible to shoot on the line. Example: for the 2019-2020 4-H year, youth must be 9 years old and 3rd grade prior to January 1, 2020.
- 2) Lives in Brown County (youth from another County may be eligible if Shooting Sports is not offered in the county they reside).
- 3) Enrolled in 4-H Shooting Sports Club through 4Honline (annually)
- 4) Needs to complete the Member Participation Agreement form
- 5) Has read and will follow the guidelines set in the Shooting Sports 4-H Club basic range safety and etiquette handbook.
- 6) Attend one of the two mandatory meetings at the beginning of the club season. Exceptions to the Mandatory meeting include the following:
 - a) A Youth member has been a past club member, but is now at college and is unable to attend
 - b) Medical emergencies by member or family member such as a parent or sibling
 - c) New members unable to attend the Mandatory meeting, but are able to attend the New Member Practice.
 - d) All Members must request an exception by email to the club email address bc4hsswi@gmail.com. All requests must be received prior to the enrollment deadline of November 30th. The executive board will need to approve the member request before participation. There is no guarantee that an exception will be granted.
- 7) All dues or monies must be up-to-date
- 8) Successfully complete a DNR Hunter Safety Certification class if shooting in Trap division.
- 9) All forms must be submitted and received BEFORE a member can shoot.
- 10) 1st year and new members:
 - a) Youth and parents are required to attend the new member orientation day before they can participate. On orientation day, the certified range leaders will go over equipment, range etiquette, whistle commands, safe handling of firearms, etc. New members that are unable to attend the new member orientation day must contact the organizational leader to schedule a time for training before participating at a regular practice.

PROGRAM OVERVIEW

Club Practices / Meetings

The Club year runs from September 1st through August 30th with at least 1 annual meeting per year and at least 8 practice (educational) meetings per year. All practices are held at the De Pere Sportsmen's Club, 3623 Club Drive, De Pere, WI 54115.

Mandatory Meeting

To start each season off right, a mandatory meeting will be held for all members. The meeting will help keep everyone informed regarding enrollment requirements, safety items as well as provide a calendar of events. Youth cannot participate in 4-H activities before the proper forms or registration is completed. Enrollment does not roll over and must be updated each year. This meeting allows club members to hand in required paperwork, pay dues and provide signature of attending the meeting. All youth members must also sign the Member Participant Agreement form to be eligible to shoot.

Air Rifle and Archery Practices

Practices typically run from January - May. Club practices are run by State Certified Range Leaders. A two-deep leadership philosophy is followed, with at least 2 adult leaders on hand, both who know the plan and procedures. Each practice will begin with the Pledge of Allegiance and the 4-H Pledge. After the 1st relay, only the 4-H Pledge will be said at the remaining relays.

Cancellation due to weather

Please use your judgement if the weather is questionable. Notify the organizational leader via phone or email and indicate you do not feel safe traveling to the range due to the weather, you will not be charged for a "no show."

For outdoor shoots with inclement weather: Always assume that practices and tournaments will continue. A decision regarding canceling an event due to inclement weather will be made on-site at the time the scheduled shoot or practice is set to begin.

Communication

Email is the main source of communication to Club members. The Club email list is created from the primary email address entered into 4H online. Members need to make sure the 4-H online system has the current email address by enrollment deadline as new email lists are not generated throughout the year. Email lists are not reused from prior years, so please notify the Organizational Leader if you would like additional email addresses added to the email list.

Membership

A "Member in Good Standing" - is a youth (or adult) who abides by the Member Participation Agreement and meets group requirements such as mandatory meetings, dues/fees, and enrollment in 4Honline.

Cost

Club Dues

The annual fee to join 4-H is \$4 (per youth) and will be paid to your primary club. Of that, \$3 is a county 4-H registration fee and \$1 is an insurance fee.

Practice fees

A \$5 fee is required for each member at each practice attended. Of that fee, \$3 is paid to the De Pere Sportsmen's Club for the use of the range and facility. The remaining \$2 is used to cover the costs for replacing and maintaining equipment and accessories, ammunition, targets, arrows, CO2 canisters for rifles, educational materials, training costs for certified instructors/coaches, and wildlife supplies/activities. "No shows" will be charged a \$5 fee at the next practice.

Trap Practices

Weather permitting, the club will hold Trap Shooting in the Spring of the season.

Requirements

All members who wish to participate ***must:***

- Attend and have passed the DNR Hunter Safety Class and attain a Hunter Safety Certification
- Be at least 12 years of age
- Attend a mandatory safety training prior to their first day of trap shooting.

Supplies / Equipment for Trap

The club will supply the guns, eye, and ear protection. See Equipment Guidelines for requirement in use of personal equipment.

Fees

There are additional fees associated with participation of Trap Shooting. There will be a small fee for shells \$6 and clays \$4. (If you bring your own gun and shells, you will only pay for clays, but your gun must be inspected by a certified range leader). If you bring your own shells, they must be factory loaded ammunition. No reloaded ammunition is allowed.

Insurance

When youth members join 4-H and pay their fees, they are covered by 4-H accident insurance while directly involved in 4-H activities. This is a basic accident insurance that covers members and leaders while participating in 4-H activities. If an injury occurs to a member while participating in a Club event, members are covered by the Wisconsin 4-H accident insurance policy. The club pays for this policy for all enrolled members and leaders from the annual 4-H fee collected each year. The 4-H insurance covers only members enrolled in 4Honline.

EXPECTATIONS

As a participant of the Brown County 4-H Shooting Sports program, you are a club representative to the public. You are expected to conduct yourself in a manner that will bring honor and respect to you and your family, as well as to 4-H. The spirit of 4-H sportsmanship and appropriate behavior is expected of all participants, parents and volunteer leaders in all 4-H and 4-H Shooting Sports activities. Club members and club Certified Range Leaders are responsible for understanding and practicing the rules of safe firearms handling. The highest standards of safety are to be followed at all times.

Expectations for club members, leaders, parents and other adults participating in 4H programs include but are not limited to:

- Attend as many relay practice sessions as possible.
- Follow safety, range and etiquette rules. ***You are responsible to know the rules.***
 - Follow hours set by the range or invitational you are participating.
 - Use good judgment in selecting clothing appropriate to the occasion and weather. For safety reasons, avoid open toed shoes and longer hair should be pulled back away from the neck and face.
 - Be in the assigned program area at all times. ***Horseplay or similar socializing inside/outside of the buildings is prohibited.***
- Demonstrate good sportsmanship.
 - Use language and manners that will bring respect to you and Brown County 4-H.
 - Be inclusive of other members in your group. When at other county/state events, support all Shooting Sports members during their events. This will help all participants have a pleasant experience.
 - Show courtesy and respect for all participants and spectators at all events.
- The use of alcohol, tobacco, and non-prescribed drugs is illegal and prohibited at all events.
- Treat program areas, lodging areas and vehicles with respect and care. ***You will be responsible for any damage, theft, or misconduct in which you participate.***

Be proud of who you are and the Brown County 4-H Shooting Sports Club.

Members are strongly encouraged to be respectful of all the time and dedication of all 4-H volunteers.

DRESS CODE

The following dress code has been developed to prevent participants from becoming offended or uncomfortable during any 4-H events or activities. Planning ahead and packing appropriately will save yourself the inconvenience of changing your attire during the 4-H event or activity and ensure that you contribute to a pleasant 4-H atmosphere.

Members are required to adhere to the State 4-H Shooting Sports Education Dress Code. Every participant in the club will promote a positive image by wearing appropriate attire during all 4-H events. This applies to not only Club practices but also when representing the Club at other 4-H events.

Prohibited items include:

- Clothing that exposes any part of the torso, including but not limited to cut-off t-shirts, halter tops, tank tops, etc.
- Short shorts and low riding shorts or pants revealing undergarments or buttocks. Shorts are acceptable, but must be at least as long as youth's fingertips when their arms hang comfortably at their side.
- Flip-flops or opened-toed shoes/sandals
- Any clothing with pictures, caricatures, designs, messages, writings, or other embellishments with direct or indirect references to alcohol, tobacco, sex, sexual connotations, drugs, gambling, or profanities.
- Excessively baggy or tight clothing which advertises gang symbols or affiliation.

It is recommended:

- Jewelry is limited to post earrings with no dangles. No necklaces or bracelets may be worn while practicing or competing. It is highly recommended that watches be removed while shooting archery.
- Long hair must be secured back where it can not interfere with the shooting equipment.

EQUIPMENT GUIDELINES

The club will supply equipment needed, eye, and ear protection for participation in the Archery and Air Rifle portions of the program. If you wish to bring your own firearm or bow to shoot, the following rules apply: Firearms need to be brought in a case and must have a copy of the instruction book with it in the event that instructors are unfamiliar with that particular firearm. Keep your firearms cased until presented at the range. If you bring your own bow, you must bring your own arrows, and have them quivered. ALL personal firearms and bows will be safety-checked by a Certified Range Leader each time prior to allowing use on the range.

Any Certified Range Leader has the right to examine any item of a shooter's equipment including bows, arrows, air rifles, shotguns, ammunition, and other equipment to ensure proper accordance with required specifications.

Transportation of Firearms

When a firearm is being transported to an event/practice session, it shall be carried to the range and away from the range, to and from a vehicle or other area, in a case that completely encases the firearm. A firearm shall be transported unloaded and with the safety on and action open and kept in this condition until a command for "range is open" or other appropriate instruction is given. While a firearm is being transported to a range, it shall be under complete control of the person carrying it. It should not be touching or bumping the ground.

Firearms and Ammo Storage Policy

- All guns should be unloaded at all times when not on the firing line.
- All firearms and bows should be kept in locked storage cabinets.
- Ammo and magazines should be locked in a separate storage cabinet.
- All firearms should be cleaned immediately after each use and before being stored. Bows and arrows should also be stored clean and dry after a thorough safety inspection is performed.
- Bows should be hung or laid flat and never leaned in storage.

Only authorized 4H leaders shall have access to keys to all locked areas. A current equipment inventory list will be maintained annually. A 4-H leader must visually compare the itemized inventory on paper with the actual equipment. A copy of the inventory will be submitted with Charter paperwork.

Equipment Loan Policy

Youth may borrow Club owned equipment to use at home for practice (as approved by Certified Range Leader) or other County Shoots. Only an authorized Certified Range Leader can check-out and return equipment. The Certified Range Leader shall inspect equipment and maintain the equipment check-out / check-in sheet.

Equipment should be inspected before and after each use. Equipment will be checked for functionality of safety mechanisms, to see if they are loaded or unloaded, and in full working order. Damaged equipment will be removed for repairs.

Members wishing to check-out equipment will need to coordinate a time for check-out as well as a return date. Ideally equipment will be checked-out at the end of practice and returned prior to the next practice. The youth member, parent, and Certified Range Leader will sign a checkout agreement form prior to leaving the range. All equipment will be checked in and inspected by a Certified Range Leader before use at the next practice.

COMPETITIONS

Competition can teach many valuable lessons, however, competitive shooting at the local, district, state or even national level is NOT the primary goal of Wisconsin Shooting Sports programs. Participation in competitive events is optional and not required of members.

4-H Shooting Sports competition serves as an evaluation of how well 4-H youth have developed their skills. It is important to keep in mind the purpose and focus of our 4-H Shooting Sports program - POSITIVE YOUTH DEVELOPMENT.

Brown County Fair

All members who wish to participate in the Brown County Fair **must:**

- Be a member of the Brown County 4-H Shooting Sports Club
- Sign up project(s) within 4H online by the deadline (typically in February)
- Sign up project(s) within the Brown County Fair website by deadline (registration typically begins in June and end mid July)
- Participate at the Brown County Fair practices to turn in a target, or enter another project in the fair for face-to-face judging.

Exhibitor information can be found on the Brown County Fair Website. <http://www.browncountyfair.com/>
Participants must follow class requirements in order to enter projects at the fair.

***Youth must be enrolled in specific shooting sports disciplines to participate. Exhibitors may only enter in the department/class that correspond with the 4-H projects they are enrolled in. Refer to the Fair Premium book for the most recent guidelines.

**** Refer to the Brown County Fair Procedure document for further details

Brown County Shoot

The Club will host the Brown County Shoot tournament each year. This provides members an opportunity to compete in events that have been practiced throughout the year, as well as provide opportunities for members across the State to qualify for 4-H National Competition. The Brown County Shoot offers the following events:

- 3D Archery
- Air Rifle
- Air Rifle Silhouette
- .22 Rifle
- .22 Rifle Silhouette
- Shotgun - Trap (weather permitting)
- Wildlife

All members who wish to participate in the Brown County Shoot ***must***:

- Submit registration form and fees for each event they enter.
- Successfully complete a DNR Hunter Safety Certification class in order to compete in .22 Cal. Rifle, and Shotgun - Trap events

No early shoots will be held. Participants wishing to take part in the Brown County Shoot must do so on the date scheduled for each discipline, no exceptions.

Only registered participants are allowed to participate. Each participant will receive a scorecard for each discipline. Only those with a scorecard are allowed to participate, once the scorecard has been turned in, no additional relays/practice is allowed.

No Scorecard = No shoot.

**** Refer to the Brown County Shoot Volunteer document for further details

Other County Tournaments in the State

There are several opportunities across the State to compete at other County Shoots. Information regarding dates, location, and registration details can be found here:

<https://fyi.extension.wisc.edu/wi4hshootingports/2018-competitive-shoots/>

National Competitions

Youth interested in qualifying for Wisconsin's 4-H Shooting Sports National Championships Team will compete in Competitive Shoots across the state. Scores from these competitive shoots will be used to determine who will represent Wisconsin on the National Championships Team the following summer.

Information regarding the requirements to qualify can be found here:

<https://fyi.extension.wisc.edu/wi4hshootingports/files/2015/12/NQE-2017-Rules.pdf>

More information regarding the National Tournament can be found here:

<https://4h.unl.edu/shooting-sports/national>

CODE OF CONDUCT

Each enrolled member has a Signed Code of Conduct located in 4Honline, under the profile information section. Violations of the code of conduct can affect “member in good standing” or “volunteer in good standing” status. It is the responsibility of all program participants to reinforce the code of conduct and enforce the rules.

4-H members, leaders, parents and other adults participating in 4-H programs will:

- Be curious to learn.
- Be respectful to self and others.
- Work to positively resolve problems or differences.
- Accept guidance from Extension volunteers and staff.
- Follow program rules, curfews, dress codes, policies, and rules of the facility being used.
- Use appropriate language, exhibit good sportsmanship, and be a positive role model.
- Comply with local, state and federal laws.
- Abstain from the use of alcohol, illicit drugs, and tobacco during any 4-H program, activity, or educational experience.
- Fully participate in scheduled activities and orientations.
- Respect others' property and privacy rights.
- Abstain from child abuse (physical, sexual, emotional and neglect), harassment, hazing and bullying.
- Refrain from all sexual activity/contact during any 4-H program, activity or educational experience.
- Accept personal responsibility for behavior including any financial damage.
- Follow safety rules.

SAFETY RULES

- While on the firing line, firearms may be handled/touched only with the permission of the range leader.
- All firearms must be unloaded and have the action open with a CBI when not shooting.
- Firearms are to remain unloaded until a member is on the firing line and has received instructions from the range leader to load/fire.
- Arrows will remain in a quiver when they are not being shot from a bow.
- All firearms will be carried with the muzzle pointed in a safe direction. The position and direction of firearm muzzles and arrows should be such that accidental injury to others cannot occur.
- Listen and obey all range commands immediately.
- Dry firing of firearms is permitted only on the firing line with the range leader's permission.
- Eye and hearing protection is each participant's responsibility and must be worn.
- When not shooting a firearm, it will be placed in a gun rack, stored in a case, or locked in a vehicle.
- While standing at the firing position, arrows may be handled/touched only with the permission of the event range leader. Arrows may be nocked only when the shooter is on the archery shooting line and has received instructions from the event range leader to nock an arrow/shoot.
- When members are carrying/transporting firearms (not actually shooting the firearm) the firearm is to remain unloaded and the action is to remain open.
- Always keep your finger out of the trigger guard area until your firearm is ready to be shot.
- If you or another shooter needs assistance, ask a junior leader, range leader or adult volunteer for assistance
- No eating or drinking while on the practice line
- Wash your hands after handling ammunition, after the conclusion of your relay
- Talking on a Cell phone while on the firing line is prohibited.
- In the event a range accident should occur, the range officer will call for an immediate cease-fire on the line. All firearms or bows will be unloaded and laid on the bench or ground.
- No horseplay or disruptive behavior will be tolerated.

The 4-H Shooting Sports program has a great safety record, but as with any shooting sports activity there are inherent dangers that require stringent safety practices to be followed. There will be no tolerance of any unsafe practices, actions or behaviors by youth members or adults during 4-H activities.

All members, including youth, adult leaders and volunteers have the responsibility to keep the range safe at all times. Any person at the range should take it upon themselves to speak respectfully to an adult leader immediately if they see a safety violation.

*** Refer to the Brown County 4-H Shooting Sports Basic Range Safety Rules and Range Etiquette document for further details

DISCIPLINE POLICY

All members must abide by the rules and regulations and assist in promoting the Brown County 4-H Shooting Sports club objectives. All rules will be followed by 4-H members, adults, parents/guardians and leaders.

All leaders, volunteers, and youth members must be familiar with the Policies & Procedures and must ensure that these Policies & Procedures are enforced. It is the responsibility of each 4H member, leader, parents and other adults to comply with the Policies & Procedures.

Youth may be removed from the shooting line for unsafe activities or safety violations and may not return to the shooting line until cleared. Certified Range Leaders have the right to remove any member from the practice line or building that violate safety protocol. The Range Leader must provide the Organizational Leader with a written report to document the situation. The Organizational Leader will then provide the member with an explanation of the violation and a warning that any future safety violations may warrant removal from the Brown County 4-H Shooting Sports Club.

Depending on the severity of the offense, the 4-H club Leaders(s) may also decide to meet with the member and his/her parent/guardian to discuss the situation and importance that the member comply with expectations and policies. If the member is removed from the practice line or building a second time due to a safety violation, the executive board will consult with the 4-H Youth Development Educator to determine what additional steps need to be taken or remove the member from the program.

Consequences for violating any part of safety rules or code of conduct may include, but are not limited to:

- Removal from leadership positions held.
- Removal from participation in the event in which the Code of Conduct has been violated (at the individual's expense).
- Forfeiture or repayment of financial support for the event.
- Sanctions on participation in future 4-H events.
- Suspension of membership.
- Dismissal from 4-H.

Violation of any Code of Conduct or Safety rules may result in immediate dismissal from the club meeting, practice, competition, and / or permanent dismissal from the shooting sports program. Compliance with De Pere Sportsman's range rules and Club rules are mandatory for all participants.

CLUB LEADERSHIP

Club Leaders are a valued and essential part of the 4-H program. The Brown County 4-H Shooting Sports program includes both youth and adults in leadership roles.

The Wisconsin 4-H Youth Development Policy emphasize that the 4-H Clubs belong to the membership and the youth members should make the decisions. It clearly states the importance of "Youth involvement in leadership and decision making".

Our Club strongly believes and supports this vision and encourages youth involvement at all levels. We believe adult leaders should serve as advisors and that the club's youth members should be involved in making the club's decisions.

EXECUTIVE BOARD

The Executive Board is responsible for planning the annual calendar, developing meeting agendas, planning club activities and practices and addressing policy issues. The Executive Board will vote on new policies as well as changes to existing policies and procedures of the club as needed. Best practice would be to make any changes to policy at the beginning of the 4-H program year in October. Membership will be notified of any policy changes adopted mid-year via email. The Certified Range Leaders on the Executive Board appoint new Junior Leaders within the Club.

The Executive Board consists of the following elected officers for the 2019 - 2020 season:

Adult positions:

- Organizational Leader
- Financial Leader
- Certified Range Leader – Air Rifle
- Certified Range Leader – Archery

Youth officers:

- President
- Vice President
- Secretary
- Treasurer
- Clerk or Past President

VOLUNTEER INFORMATION

Club Expectations for all Volunteer Positions

The success of the Brown County 4-H Shooting Sports club depends on volunteers. Being a Leader within 4-H comes with great responsibilities to help support youth and other leaders within the club. Volunteer leaders help to teach our youth lifelong characteristics as positive self-esteem, sound decision making, effective communication, responsibility and cooperation.

Volunteers must be cognizant of their role as a moral and ethical mentor, as well as teacher to youth and adults in their state and community. By becoming part of the team, all volunteers agree to the following:

- I will respect the participants, volunteers and property associated with the 4-H shooting sports program.
- I will set a good example as a mentor and role model for 4-H shooting sports youth and volunteer leaders.
- I will conduct myself and my 4-H shooting sports program in a professional and ethical manner.
- I will strive to be knowledgeable of the life skills embodied in the 4-H shooting sports program and aid positively in the development of youth through adherence to those principles.
- I will strive to be technically competent in the subject matter I teach and adhere to the national 4-H shooting sports guidelines and curriculum.
- I will respect the dignity of each participant in the 4-H shooting sports program regardless of gender, origin, ability, achievement or conviction.

Requirements

To become a 4-H Shooting Sports Volunteer, all participants **must** complete the UW-Extension Office 4-H Volunteer Orientation process and be accepted as a volunteer. Which includes the following:

- Be age 18 or older
- Be enrolled in 4H online as a Brown County 4H leader
- Participate in the Youth Protection Program and Volunteer Orientation.
- Completion of the Volunteer Application Form
- Completion of the Volunteer Behavior Expectations Form
- Approval of the background records check.

All of these steps must be complete before beginning the Volunteer position.

4-H adult assistant volunteer leaders do not need to be 4-H Shooting Sports certified, but they must be in the presence of a 4-H Shooting Sports certified volunteer leader who has certification in the shooting discipline in which the youth is participating.

To continue to be recognized as a 4-H volunteer leader in the Wisconsin 4-H Youth Development program beyond the first year, all adults 18 years of age and over must annually complete the following:

- Volunteer Behavior Expectations Form
- 4-H Enrollment Online

Background Checks

A background records check for arrest and conviction records will be completed every four years for continuing 4-H volunteer leaders. Youth that are over 18 years of age and are still active 4-H members do not require background checks. These youth are expected to participate as members and not in a chaperone or adult volunteer leader role.

Returning volunteers who have been absent one to four years need the background records check and signed Volunteer Behavior Expectations form, but are not required to attend the orientation to be reinstated as a volunteer. Returning volunteers who have been absent five or more years need to repeat the entire Youth Protection process.

Communication Expectations

Effective communication with other club leaders and members is a must in any role or position within the club. All Club leaders must work together in order for the club to run effectively. This includes replying to emails, texts or voicemails, sharing information, providing the status of projects, etc. Adult Leaders are expected to reply to emails within 3 days, unless otherwise stated.

When communication expectations are not being met, the executive board has the authority to remove the person from their role or position. The person will receive a warning to comply within 3 days, if after a second warning no resolution has been made, the Executive Board will take the necessary steps to re-assign the role or task to another individual within the club.

Desirable Qualities of a Volunteer:

- Work well with youth
- Have some knowledge of and experience with firearms/archery equipment, including safe use
- Be familiar with 4-H objectives and philosophy and/or willing to learn about them. Has read and will follow the guidelines set in the Wisconsin 4-H Shooting Sports Basic 4-H Guidelines handbook
- Moral standards consistent with the 4-H philosophy.

Qualifications:

- Follow all 4-H guidelines and policies of the UW-Extension office, State 4-H program, and County 4-H Program.
- Be committed and dedicated to young people, their growth in all areas, and sensitive to their abilities and needs.
- The willingness to welcome 4-H members' and parents' ideas, activity and project assistance, cooperation, support and attendance at 4-H activities.
- The willingness to maintain appropriate communications with all other club leaders in a timely manner.
- The ability to teach and motivate youth while nurturing positive self-esteem, decision making, responsibility, and leadership in the youth.
- A sincere interest in teaching and sharing knowledge and skills with youth and adults in an educational setting; the ability to organize information and materials and delegate responsibility.
- A sincere interest in working with other volunteers and professional staff in an educational setting.

Organizational Leader

The Organizational leader will oversee the clubs organization, structure, paperwork and operations. They help the club function smoothly and maintain contact between members and the extension office. This is done by attending shooting club meetings and activities, are familiar with 4-H objectives and philosophy, help plan yearly program, actively encourage and support members, maintain registration and communication with county 4-H Educator.

Specific duties include:

- Complete Annual Charter Paperwork. Provide UW- Extension office with a copy of the current club constitution and club programs
- Monitor the Club emails and respond
- Attend annual leader training
- Attend 4-H Leaders Association meetings (monthly)
- Reserve dates on Sportsmen's calendar once practice schedule is finalized
- Coordinate communications within the Club. Consists of weekly / monthly email updates from club and the extension newsletter opportunities
- Approve membership enrollments, create new member rosters / contact list each season
- Assist Financial Leader with the forecast budget for the new season and compare to past budgets
- Assist the Brown County Fair Food Stand Coordinator
- Assist the Brown County Shoot Coordinator
- Coordinate and Schedule all Club leadership meetings: Taskforce, Mandatory meeting, Wrap up meeting, etc
- Coordinate Mandatory meetings
- Coordinate the staff for the front counter Saturday practices. Have at least one club leader with youth protection scheduled for each Saturday practice.
- Assist Brown County Fair shoot coordinator
- Ensure adequate adult supervision at all club functions
- Checks on the progress of committees and asks for a report from each chairperson
- Recruit new members and/or adult volunteers when the club has openings.
- Provide another Executive Board member with username/password to the club email account in case of illness or other emergency
- The Organizational leader will have the username and passwords for all websites used for club activities including: equipment ordering, sign up genius, etc.
- Create practice schedule, with the help of range leaders, Sportsmen's Club, and leadership team.

Financial Leader

Serves to ensure finances are handled appropriately and effectively. Maintains financial records, reimbursements, donations and receipts and financial reports regularly. The Financial Leader is the main signatory authority of the Club.

Specific duties include:

- Keeps an accurate record of all receipts and expenditures
- Collect membership dues from club members of Shooting Sports. Keep record of payment for each Shooting Sports Youth member.
- Make sure all deposits are made in a timely manner. (preferably within one month of receipt)
- Use an approved format to record receipts and expenditures
- Make entries in ledger at time of transaction
- Balance checkbook
- Bring start up cash for Saturday morning shoots, Mandatory Meetings and Brown County Shoot.
- At the end of Saturday practices, reconcile deposit and have another certified leader approve deposit.
- Keep track of amount owed and payments to De Pere Sportsmen's Club
- Pay bills approved by leadership team member(s)
- Prepare annual Forecast budget for the new season and compare to past budgets. Fiscal period July 1st – June 30th
- Compile year-end audit report due to extension office by August 31st.
- Make sure yearly dues of members are paid to the Leaders Association
- Audit Committee checklist:
<https://fyi.uwex.edu/wi4hvolunteers/files/2015/07/4-HGroupAuditChecklistFiscalYear42015.pdf>
- Midwest Foundation Grant Proposal - yearly submission
- Provide Organizational leader with username and password for online checking as well as where records are kept in case of illness or other emergency
- Meet with newly elected treasurer in September to discuss treasurer's books and discuss the responsibilities of the office. Turn over records no later than the November mandatory meeting.

Certified Range Leaders

Certified range leaders serves to teach knowledge and skills related to a specific discipline to 4-H members. They must be certified in the discipline they instruct. Their objective is to teach members proper shooting techniques and to ensure the safety of members on the shooting line.

Specific Certified Range Leader duties include:

- STRESS SHOOTING SAFETY
- Coach members on proper shooting techniques as trained by state 4-H requirements
- Attend shooting club meeting and activities
- Be familiar with 4-H objectives and philosophy and/or be willing to learn about them
- Recruit and train additional assistant instructors as needed
- Recruit parents and members
- Help plan the yearly program
- Perform equipment inspection and maintenance.
- Work with youth to check-out inventory for competitions
- Actively encourage and support members
- Attend competitions with interested members
- Have an interest in shooting and some knowledge of shooting techniques.
- Recommend selection of Junior Leaders to the designated Certified Range Leader

The following requirements are needed in order to be a Certified Range Leader:

1. 21 years of age or older
2. Successful completion of a minimum of twelve hours on instruction per discipline at a state-sponsored or regional 4-H Shooting Sports Workshop.
3. Registered leader with Brown County 4-H Online, which requires successful completion of online application, background screening, mandatory reporter training, and attendance at Brown County 4-H VIP orientation
4. Must be 4-H Certified in each discipline that he/she is instructing.
5. Hunters Education is recommended for all range leaders, but not required.

Range Leaders must pay for their training. Upon receipt of the certificate and completion of volunteering at the range for 3 full practices, the Club will refund the individual the cost to attend the training workshop. 4-H Shooting Sports certified leaders acquiring an additional certification may be eligible to add a discipline through an eight-hour certification option. If three years have not elapsed since attending a state-level 4-H certification workshop, volunteer shooting sports leaders are eligible for the eight-hour option.

Information regarding Certification Training can be found here:

<https://fyi.extension.wisc.edu/wi4hshootingsports/certification-workshops/>

Benefits of becoming a Certified Range Leader

- The \$5 practice fee is waived for the child(ren) of the Certified Range Leader on the day that the Certified Range Leader volunteers in the range room.

Certified Range Leaders are responsible for the overall teaching of knowledge and skills related to a specific discipline to 4-H members, ages 9-19. A Certified Shooting Sports Leader must be present to supervise any club practice that involves youth participation with ammunition, guns or archery equipment and be certified in the related discipline.

Junior Leaders

Junior Leaders work with the guidance and advice of the adult leaders in the club to set goals, plan, teach skills and evaluate 4-H Shooting Sports activities. They will communicate with the adult leaders and youth members about group expectations, responsibilities and expected outcomes.

Youth who meet the following requirements are eligible to be Junior Leaders:

- Must have completed 3 consecutive years of active membership within the club (constitutes a status of eligible to participate and shoot at practices).
- Must be selected by the designated Certified Range Leader.

Specific Junior Leader duties include:

- Help with younger members on the range at practice (Handling of equipment, showing form and technique, offering encouragement, etc)
- Help with equipment maintenance after training (Filling cylinders for air rifle, fixing arrows, etc)
- Help on New Member Orientation day
- Help at the Brown County Shoot hosted by our Club
- Help promote 4-H and our Club
- Represent our Club (at 4-H events, Shooting Sports Competitions, etc)
- Attend organizational meetings to contribute and help plan for the season
- Greet members and help with check-in at the front counter on practice days
- Help lead pledges and give announcements before each relay at practices
- Help with Wildlife education

Youth assistants do not need to be 4-H Shooting Sports certified, but must be in the presence and under the supervision of a 4-H Shooting Sports certified leader who has certification in the shooting discipline in which the youth is participating.

4-H members who serve as youth leaders do not need to complete the Youth Protection program process. If they enroll as an adult volunteer leader instead of serving as a youth leader, they need to complete the Youth Protection program process.

Elections for Junior Leader Positions

Youth who meet the following requirements are eligible to be on the Executive Board:

- Must have completed 4 consecutive years within the Club
- Must be a Junior Leader within the Brown County 4-H Shooting Sports Club
- Must be in grades 9th-13th. If there is not a sufficient number of qualified nominees for youth officers, nominees may be selected from the next highest grade level.

**** Refer to the Brown County Shooting Sports Junior Leader Program document for further details

Other Adult Volunteer Positions

Standing roles of the Club that function throughout the year, include the following, but are not limited to:

- Junior Leader Advisor
- Brown County Shoot Coordinator
- Brown County Fair Food Stand Coordinator
- Sportsman's Club Board meeting representatives
- Designated Certified Range Leader to appoint Junior Leaders
- Sign-up Genius Coordinator

Junior Leader Advisor

The Junior Leader Advisor serves as a liaison, mentor and advisor to the Junior Leaders of the Brown County Shooting Sports 4-H Club.

Brown County Shoot Coordinator

The Brown County Shoot Coordinator serves as the main point of contact in planning the tournament.

Brown County Fair Food Stand Coordinator

The Fair Food Stand Coordinator helps to organize volunteers to work the clubs shift at the 4-H Food Stand at the Brown County Fair. This person is also required to take the necessary training provided prior to the fair and relay that information to club members working the food stand.

Sportsmen's Club Board meeting representatives

Representatives attend monthly De Pere Sportsmen's Club board meetings as needed.

Designated Certified Range Leader to appoint Junior Leaders

The designated certified range leader will appoint Junior Leaders into the program based on the club criteria

Sign-up Genius Coordinator

The Sign-up Genius coordinator serves as the point of contact on scheduling the relay times for the Saturday shoot events, Brown County Shoot and Brown County Fair Food Stand workers